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25 March 1959

INTELLIGENCE SCHOOL REPORT Document No. Q29

NO CHANGE in Class.

DECLASSIFIED

New Courses Presented Since 1 October 1958

Class CHANGED TO: TS S C

FBI Memo, 4 Apr 77

Auth: DDA REG. 77-1763

Date: 4 Jan 78 By: OII

Intelligence Orientation Faculty

Presented for the first time - Intelligence Introduction, one week in length, as the first phase of JOT program.

Intelligence Production Faculty

1. On 3 November 1958 a course called Writing Workshop (Regulations) was begun. The course was a part-time four-weeks adaption of the standard Writing Workshop to the problem of the writing of Agency regulations. Twelve officers, GS 13-16, from the DDS area took the course.
2. On 9 February 1959, a full-time, 12-week course in Intelligence Production was begun. Nine Junior Officer Trainees selected for assignment to the DDI area are enrolled in the course, which is designed to develop skills to a level of immediate usefulness in the DDI assignments to follow.
3. On 17 February 1959 a special adaptation of the standard Writing Workshop course was begun for FDD analysts. The course was given at [redacted] and extended on a part-time basis for five weeks. The key element in this adaption was to teach basic elements of English to mature scholars, more at home in any other language than in English.

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The

Management Training Faculty

Design and first presentation (to the Office of Communications) of a full-scale exercise in management and training) <sup>THIS INVOLVED</sup> a simulated organization with controlled problems, followed by study and analysis of events occurring in the exercise.

Orientation and Briefing Officer

1. Two-hour refresher briefing for key officials, super-visors and senior analysts of various DDI offices, designed to bring them up to date on changes in the

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2.

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3. Special adaptation of the Dependents Briefing presented for the first time to dependents of regular Agency employees, the wives of Security Office personnel.

4. Lecture at U.S. Army Armor School, Fort Knox, Kentucky.

Clerical Training Faculty

1. Testing of Agency clerical applicants in shorthand and typewriting taken over in January 1959, previously handled by A & E Staff.
2. Clerical Refresher Training instructors continued to offer tutorial assistance in typewriting. Two new special projects in this field were (a) typewriting training to Logistics personnel for the purpose of preparing them to operate teletape setter machines (9 September - 17 October 1958) and (b) work with personnel in the Office of the Cable Secretariat in the design of a course for typists who operated a non-standard electric typewriter (a "Commo keyboard"). This project also involved preparing a staff member of that Office to teach the course.
3. In Clerical Orientation, three new presentations were added to the regular program:
  - a) Headquarters Logistical Support
  - b) Leave regulations and preparation
  - c) Telephone laboratory II
4. Special tutorial and additional training in subjects covered in Clerical Training

Intelligence School - General

1. Intelligence Orientation Faculty, Orientation and Briefing Officer, and Intelligence Production Faculty collaborated in a two-day briefing program. "Intelligence Processing and Production" specially prepared and presented for a group of intelligence officers

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2. A two-week exercise was presented ~~in December 1958~~ for 60 JOT's on "The American Heritage." The JOT's read extensively and discussed the general theme of "what the United States stands for," heard presentations by officials of other agencies concerned with the United States position in the world, and concluded with six papers presenting their ideas as to what the major elements of strength and weakness in American traditional beliefs may be in the modern world.

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